

**IC 25-20.2-4**

## Chapter 4. Licensing Agency; Board Secretary

**IC 25-20.2-4-1****Board secretary; secretary duties**

Sec. 1. The agency shall provide the board with a competent person to serve as secretary of the board. The secretary is not a member of the board. The secretary, through the agency, shall:

- (1) provide reasonable notice to board members of the date, time, and place of each meeting and provide notice in compliance with IC 5-14-1.5;
- (2) keep a complete and accurate record of all:
  - (A) meetings;
  - (B) votes taken by the board; and
  - (C) other proceedings, transactions, communications, official acts, and records of the board;
- (3) keep a current file of all licenses and licensees; and
- (4) perform any other duties assigned by the board.

*As added by P.L.145-2003, SEC.7.*

**IC 25-20.2-4-2****Licensing agency responsibilities**

Sec. 2. The agency shall provide the board with clerical or other assistants, including investigators, necessary for the proper performance of the board's duties.

*As added by P.L.145-2003, SEC.7.*

**IC 25-20.2-4-3****Money collected**

Sec. 3. The secretary shall receive and account for all money collected under this article and, at the end of each month, report to the auditor of state and deposit the money into the state general fund with the treasurer of state.

*As added by P.L.145-2003, SEC.7.*

**IC 25-20.2-4-4****Expenses paid**

Sec. 4. All expenses incurred in the administration of this article shall be paid from the state general fund.

*As added by P.L.145-2003, SEC.7.*